



EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 01/2022

EXTERNAL ADVERTISEMENT OF THE POSITION

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

African Males and people with disabilities are encouraged to apply for the filling of the following position:

1.CORPORATE SERVICES DIRECTORATE

1.1 LABOUR RELATIONS PRACTITIONER

SALARY SCALE: TASK GRADE 11 (R 275 844.00-R358 068.00)

ESSENTIAL REQUIREMENTS:

- Grade 12
- National Diploma in the Labour Relations field.
- Post Graduate Degree in Labour Law will serve as an added advantage.
- A paralegal knowledge will be an added advantage.
- Computer Literacy in MS Word, Excel and power Point package are essential
- Three (3) years Local Government experience within the Labour Relations environment is essential
- A valid Drivers Licence is a must.

KEY RESPONSIBILITIES:

- Providing advice and support to management and staff on all Industrial Relations and Labour Law matters.
- Facilitating all matter pertaining to staff grievances, disciplinary hearing, conciliations, arbitrations and labour disputes.
- Ability to deal with Councillor, Management, Trade Unions and Officials at all levels.

- Providing a Labour Relations advisory service to Executive Management, Line Management and staff of the Municipality.
- Facilitating communication between the municipality and trade union and ensuring the functioning Local Labour Forum.
- Ensuring that disciplinary hearings, grievances and appeal hearing are executed as planned and that all parties are timeously informed in writing of the details.
- Maintaining the database of disciplinary cases and outcomes, warning issued to staff and all labour related matters.
- Communicating with both South Africa Local Government Association and South Africa Local Government Bargaining Council on behalf of the employer on labour related matters.
- Preparing disciplinary files and a sequence of events for the Bargaining Council, CCMA and Labour Court Cases.
- Ensuring that Code of Conduct and Code of Ethics of the municipality is communicated and signed by all employees.
- Managing contingent liability register.
- Assisting with interpretation of statutes and management of litigations and claims.
- Any other duties as reasonably delegated

NB: Shortlisted candidates may be required to undergo security vetting.

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or downloaded from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

Faxed or e-mailed applications will not be accepted.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with the Human Resources Practitioner, Ms. S Zangwa, at 087808 0905

**Applications should be addressed to:
Human Resources Section, Emalahleni Local Municipality, Private Bag X1161, CACADU 5410**

Late applications will not be considered, therefore post delays must be considered by the applicant.

The closing date for application is Tuesday, 15 February 2022.

MUNICIPAL MANAGER'S OFFICE
APPROVED
MUNICIPAL MANAGER
EMALAHLENI MUNICIPALITY
SIGN: _____